



Park House School

New Student Information Pack



Work hard. Be kind. Take responsibility.



New Student Information Pack

By now, students will have received letters from Mr King, congratulating them on securing a place at Park House School. We're very excited to meet all new students and families.

We've put together this pack, containing all the important information you'll need for next year.

We recommend you take some time to read this through carefully, and in particular, to complete the registration and medical forms.

We look forward to welcoming you in September!

Park House School

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Dear Parents and New Students

We are delighted that your child will be joining us at Park House in September.

We have put together this information pack, which we hope contains most of the key information you'll need. It is also worth checking out our website which contains lots of useful information.

The rest of this letter sets out the main points for you to consider before September:

Registering

The single most important thing is that we have all the right information before your child starts with us. Please click [HERE](#) to **complete our online registration form**. This will take around 10-15 minutes.

Please could you also complete our Medical Information form - [HERE](#)

E-mail addresses

As a school, our preferred method of contact with parents is via email. Please ensure when completing the Student Registration Form that you provide us with an up to date e-mail address so that we can keep in contact with you during the school year. It is also important that you keep us up to date with any changes to your home address, contact numbers and e-mail addresses so that we are able to contact you quickly should the need arise.

Timetables

Students and parents are always very interested to know which House, tutor group and classes they will be going into. These decisions are based upon the information we receive from primary schools. As soon as we have completed our allocations, we will be in touch to let you know prior to their start.

All students study either French or Spanish through Key Stage 3. We invite you to identify a preference language - [HERE](#), but we cannot guarantee that your child will study that language.

Visiting Park House School: Induction Days / Parent Information Evening

We are delighted that this year we will be able to invite students to our on-site **Transition Day** on **Monday 3rd July**. Each student will be allocated into one of our four 'Houses' (Further information on our House system can be found [HERE](#)). Students will spend a day in school together, getting to know key members of staff, experiencing lessons at Park House, familiarising themselves with the school site and getting to know their new peers. Further details about the induction day will be provided and shared on the **Parents Information Evening** on **Thursday 29th June, 5.30pm - 6.30pm**. Due to numbers, where possible, we would like to keep this to be a meeting for parents only.

Summer School is back!

We are planning to host a 'Summer School' to provide students with an extended period of time at the school, from **Monday 24th July to Thursday 27th July** running from approximately 8.30/9.00am to 1.30pm each day. To support our planning of this event and understand its level of interest - **please complete this short form: [Summer School Interest Form](#)**. Details about how to then register your child at our Summer School will be shared at a later stage - at this registration stage a commitment will be required in order to ensure that we can staff the days accordingly.

Further to this, if you would like to visit the school for a tour, please book a visit using the link [HERE](#).



First Day at Park House School

All students will start in Year 7 on Wednesday 6th September at 8:30am. Excitement will be in the air, as our new Year 7 community arrives for their first day of secondary school - a wonderful welcome awaits them all. Exact details will be shared in due course.

Bushcraft Trip: Monday 2 October to Wednesday 4 October 2023

This is an amazing trip for our Year 7 students - the purpose is for many reasons but to establish a strong year group community, build friendships and explore outdoor life and living - there will be opportunities to learn basic survival skills such as shelter building, building and maintaining a fire, outdoor cooking and survival first aid. This is a two night, three day residential; we anticipate the cost of this being around £200-£250 per student for the entire trip. Full and further details will be shared soon.

To summarise:

- **Thursday 29 June**, 5.30pm - 6.30pm: [Parent Information Evening](#)
- **Monday 3 July**, all day: [Transition Day at Park House School](#)
- **Monday 24 July to Thursday 27 July**, approx. 8.30am to 1.30pm: [Summer School](#)
- **Wednesday 6 September**, 8.30am: [Year 7 First Day at Park House School](#)
- **Monday 2 October to Wednesday 4 October**, residential: [Bushcraft Trip](#)

Uniform, PE Kit and Equipment

A complete uniform list is included in this pack. Uniform and PE kit can be purchased from the Skoolkit shop in Newbury. The Park House page can be found [HERE](#). We have also included an equipment list for September further on in this pack.



Uniform List

We take great pride in our uniform, as we believe it sets the culture of our school – we have high standards for everything we do.

For all Year 7-11 students, the uniform consists of:

- A school blazer*
- A plain, formal white shirt. This can be long or short sleeved, and must be tucked in.
- Either tailored, plain black trousers or the school kilt*
- Formal and professional plain black shoes
- A school jumper (optional)*
- A school tie*
- House badge (first one provided by school)
- Socks must be plain black
- Tights (no leggings) should be plain black and not patterned. White socks over tights are not permitted.
- During cold/wet weather, students are encouraged to wear an outside, waterproof coat for the journey to and from school and during break time and lunchtime if outside the school buildings. Please note that denim / leather jackets and hoodies are NOT permitted and such items will be confiscated if worn on site.

Items marked with a * must be purchased from our uniform shop, [Skoolkit](#).

To ensure that our high standards are maintained at all times, uniform and equipment are checked at the start of each day. Students who do not adhere to our policy may be sent to Ready for Learning (RFL) until the matter has been resolved. To avoid this, we would be very grateful if you can review the information on the subsequent pages, particularly around shoes, trousers and appearance.

Modification to the uniform expectations will only be considered where a letter is provided from a medical professional on headed paper. Notes from parents will not be accepted for missing/forgotten items of uniform or medical dispensations.



Kilts

Kilts must be worn to knee length and must not be rolled up so as to adjust their length.

Trousers

Trousers must be plain black, and of a tailored / boot cut style. They must reach down to the shoe laces.

Tight trousers, leggings, denim trousers, trousers which do not cover the ankle, trousers with visible zipped pockets etc will not be considered. The images below give some examples. If in doubt, keep the receipt and email us a picture – we'd be more than happy to advise!



Shoes

Shoes must be plain black and formal. They should be leather – or another material which can be polished. Trainers, sneakers, ankle boots, canvas shoes are not permitted. The images below give some examples – again, if in doubt, please don't hesitate to ask!





Jewellery

The only jewellery which is acceptable is a wrist watch and one pair of small plain gold or silver stud earrings in the lobe of the ears. Any other form of jewellery is not allowed. Park House does not allow facial piercings of any kind, including transparent piercing retainers. Students will be asked to remove any other piercings. Failure to do so will result in the student spending the day in (RFL) where they will remain until any prohibited piercings are removed.

Hair

No extreme hairstyle or dyed hair is allowed, including dip-dyed. Hair is to be of natural colour and only one colour. This includes tramlines and other shaved patterns, Mohican or skinhead-type styles. Hair must be no shorter than grade 2. Students arriving in school with an unacceptable hairstyle (including lines shaved into eyebrows) will be sent to RFL. Male and female students with long hair must tie it back for PE, Technology and practical Science lessons. Students will remain in RFL until any prohibited hair styles are returned to acceptable styles.

Please note: please make informed decisions with your children with respect to piercings and hair styles that may be changed during school breaks – If a student arrives on their first day back with prohibited styles or piercings they will be placed in RFL immediately until the situation is resolved.

Make-Up

No make-up of any kind is to be worn by students. This includes foundation, lipstick, lip-gloss, mascara, blusher, eye shadow, eyeliner, brow liner, fake tan and nail varnish (including false nails and false eyelashes). Students arriving in school wearing makeup, nail varnish or false nails will be asked to remove it. Failure to do so will result in the student being sent to RFL.

Mobile phones

At Park House School, mobile phones and smart watches, and connected devices must be switched off and stored (out of sight) during the school day and whilst on site. If a mobile phone, smart watch or connected devices are seen or heard whilst on site they will be confiscated and stored in reception to await collection from a parent or carer. Failing to comply with requests around a mobile phone will result in a day in RFL

PE Kit List

Boys PE Kit

PHS Rugby Shirt *
PHS Rugby Shorts or Skort *
PHS Socks *
PHS Polo Shirt *
Gum shield
Rugby or Football Boots
Trainers

Girls PE Kit

PHS Girls Polo *
PHS Shorts or Skort *
PHS Socks *
Trainers
Rugby or Football Boots
Gum shield

Optional Items

PHS Hoody*

*Items indicated with a * must be purchased from Skoolkit*



Physical Education - Sports specific expected kit

Rugby: Long or short sleeved PHS top, PHS shorts/skort, PHS long socks, gum shield, boots



Football: Long or short sleeved PHS top, PHS shorts/skort, PHS socks, shin pads and boots or astro trainers



Hockey: Long or short sleeved PHS top, PHS shorts/skort, PHS long socks, shinpads, gumshield and boots or Astro trainers



Netball: Long or short sleeved PHS top, PHS shorts/skort, white socks, trainers





Any indoor activity and summer sports:

Long or short sleeved PHS top, PHS shorts/skort, white socks, trainers



PHS Hoody: Students are welcome to wear this during PE activities



All PHS Specific kit is available from [Skoolkit](#) located in the Parkway Centre in Newbury

Please ensure that all items of sports kit are clearly and permanently named - either with indelible ink or name tapes.



Equipment List

All students are expected to carry their everyday equipment (PE kit, pencil case, books, etc.) in a bag of suitable size. Small handbags and boot bags are not suitable for everyday use; we recommend a rucksack.

Every student is expected to bring the following basic items of equipment for every lesson, every day:

- School bag
- Timetable
- 30cm ruler
- Pencil
- 2x Pens (black or blue)
- Green pen
- Eraser
- Sharpener
- 180 or 360° protractor
- Compass
- Casio Fx-83-Gt-Scientific calculator
- Student planner (provided by the school)
- Knowledge organiser for the correct term (provided by the school)
- Mini whiteboard and whiteboard pen (provided by the school)
- A reading book – this can be loaned from the school library.
- All of these should be kept in a clear pencil case for easy inspection

We ask that you obtain these items before the start of the school year. During the year, students are able to purchase replacements from our school shop, which is open from 08:20-08:30 on the Quad each morning and then in the sixth form centre at break and lunchtime.

Please note that Tippex/liquid paper is not permitted in school and must not be used in any school work.

Any textbooks, library books and specialised equipment will be issued on loan to students. We expect students to look after these, and they may be charged for any damage beyond reasonable wear and tear.



Dear Parents / carers,

Letter regarding Parent Pay and our Cashless System

Park House School is a **cashless** school.

We use **ParentPay** which some of you will be familiar with as many Primary Schools use it.

In order to ensure maximum efficiency in taking payment for food and reducing queues we have a cashless system which operates using biometrics as the payment method at the tills. This is a similar system to that used by many of today's mobile phones.

Instead of paying by cash your child will simply place their finger in the scanner and their identification will be verified. The information held is not a fingerprint. Please see the additional information overleaf explaining the system in more detail. Upon verification monies will be taken from their Parentpay account. If your child is entitled to Free School Meals their daily allocation will automatically be credited to their account each day.

If you do not wish your child's biometric information to be processed by us (or your child objects to such processing) we can issue them with a pin number which is verified with your child's name and photo at the canteen and food pod till points. Any money you have paid into your child's online canteen account and any Free School Meal allocation will be automatically credited to this pin number.

Could you please complete the Biometric information consent form which can be found [HERE](#) indicating your preference for either biometrics or a pin number as a means of making payments at school.

We are in the process of adding your child's account to PHS for you to activate as soon as possible. You will be issued with login details and an activation code enabling you to access your account via the website www.parentpay.com.

Once the account is activated you will be able to do the following;

- Top up canteen balances (you are also able to view what your child has purchased to eat).
- Pay for trip and visits (including the Year 7 residential)
- Purchase revision guides
- Pay for additional music lessons

If you experience any problems with Parentpay, please contact Mr Pittock (Finance admin) at apittock@parkhouseschool.org.



Dear Parents / Carers

Letter regarding School Bus Service

Newbury & District Buses run the PH1 service from Tadley to Park House as per the schedule below.

St Michaels Hospice (bus stop prior to A340)
Queens College Arms
Pamber Heath, New Road
New Road Roundabout
Esso Garage (Mulfords hill)
Sainsbury's
Falcon Fields bus stop
AWE Triangle bus stop
Heath End Road (Jas Indian Cuisine)
Brimpton Road (Hurst School)
Brimpton Common (Pineapple Pub)
The Ship Car Park
Ashford Hill School bus stop
Goose Hill House
Mill green lane (concrete driveway)
Common Road junction (Ashford hill road)
Headley Post Office
A339 Galley Lane
Kingsclere Fawconer Road
Kingsclere, Library
Kingsclere, Square
Kingsclere, Longcroft Road
Park House School

The best way to access tickets for this service is for the pupils to download one of their apps. and use the ticketing section. It will allow them to purchase daily, termly, and yearly tickets as well see the timetable to ensure they are at the pick-up point on time. Single and return tickets are also available directly from the driver but not termly or yearly.

[Bus App 1](#)

[Bus App 2](#)



School minibus shuttle routes:

Two routes are available, if you wish to use one of these services please contact Mr A Pittock at school - apittock@parkhouseschool.org

Kintbury Route

7.45am West Woodhay
7.55am Ingles Edge
7.57am The Firs
8.05am Kintbury - Newbury Rd/Station Rd Crossroads
8.20am Park House School

3.10pm Park House School
3.25pm West Woodhay
3.35pm Ingles Edge
3.37pm The Firs
3.44pm Kintbury - Newbury Rd/Station Rd Crossroads

Upper Chute

7.30am Upper Chute
7.45am The George Pub
7.50am The Crown, Upton / Linkenholt
8.20am Park House School

3.10pm Park House School
3.40pm The Crown, Upton / Linkenholt
3.45pm The George Pub
4.00pm Upper Chute



Instrumental and Vocal Tuition

We offer the opportunity for your child to learn a musical instrument with one of our visiting instrumental teachers that either work privately or through the Berkshire Music Service. There are a variety of instruments that pupils can learn including flute, clarinet, saxophone, drums, piano, guitar, brass, and voice.

Pupils can have either shared or an individual 20 or 30-minute lessons once a week during term time. The costs for these are set out below:

Piano/Theory lessons

These lessons are based on a shared or individual lesson and are payable in advance, with a terms notice.

Instrumental prices

A shared 30 minute lesson @ £85 per term

An individual 20-minute lesson @ £100 per term

An individual 30-minute lesson @ £150 per term

Guitar -Classical/Acoustic/Electric/Ukulele/Bass lessons @ £48 per month term time

All pupils receive lessons on a rota basis and your child's teacher will contact you to introduce themselves and outline their own individual terms and conditions. Timetables are displayed on the notice board in music. All visiting instrumental teachers (VITs) have completed the appropriate enhanced disclosure checks.

If you are in receipt of Free School Meals, Pupil Premium, an EHCP or an IEP you could be eligible for a discount. If you are eligible for funding to help pay for lessons after applying through BMS or the private teaching staff, you will need Park House School to confirm you are eligible for the discount with either BMS or the individual teacher.

How to Apply

Berkshire Music Service

Should you wish your child to have instrumental lessons at Park House and the instrument you would like is provided by BMS, please visit their website (www.berkshiremaestros.org.uk) and complete the online form.

Private Music lessons

Lessons which are currently provided privately are piano and guitar tuition. If you would like information, please contact Mrs Cooper, Head of Performing Arts (kcooper@parkhouseschool.org).

Guitar lesson please contact Greg@simplyguitar.net

If your child requires instrumental lessons but they do not have an instrument, then please indicate this on the application form and the teacher will do their best to assist you. Instruments are available to hire from BMS at very reasonable rates.

Please note when you sign up for lessons you are doing so with either Berkshire Music Service or directly with a teacher and so your contract is with these organisations/people and not with the school. If at any time you wish to cease tuition, written notice to the teacher or music service is required in accordance with the conditions stated in the contract.